

SELF-ASSESSMENT SCENARIOS

WADM1089 – WORKFORCE ADMINISTRATION – DAY 2

Instructions:

Locate and highlight the appropriate self assessment script. Select “Know It” mode to begin the assessment. If you have questions, ask your instructor for assistance.

Self Assessment Script #1 – Pay Rate Change

Score: _____

Directions: Enter Ted Time’s pay rate change.

Ted Time needs to receive a pay increase as part of an equity adjustment. His EmplId is 00000005. His pay increase should be effective as of 8/1/2007. His Officer Code is Regular and his Employee Type is Salaried. His Rate Code is NAMNLY, and his new monthly salary compensation rate will be \$2100.00. The justification for this change is that a letter was submitted and approved on 7/20/07. The Salary Plan that you are using is Salary Plan #43.

Important notes or comments to remember: Use this section to enter any notes or comments regarding what you learned during this assessment.

Self Assessment Script #2 – Position Change Request

Score: _____

Directions: Enter a Position Change Request to Reclassify a Position.

Originator:

A job reclassification needs to be entered for Position Number 00041206 effective 8/1/2007. The Salary Plan is FY2007 – SALARY ADMIN PLAN #49. The ‘Route To Employee’ is Bryan Bryant (EmplId 00000019), and the ‘Route to Supervisor’ is Grace Logan (EmplId 00000004). The reason for the request is JRC. The new job code will be 002943, and the Job Profile ID should be the same as the new job code.

Employee:

Once the Originator portion of the position change request is complete, return to the ‘My Page’ home page and enter the employee’s portion of the change request. The Request Id is ‘0000000007’. The job description encompasses 50% phone and 50% computer. The purpose

of this position is 'To do tasks as assigned by my supervisor.' The equipment used to perform the job duties of this position are a phone and a computer.

Supervisor:

Once the Employee portion of the position change request is complete, return to the 'My Page' home page and enter the supervisor's portion of the change request. The accuracy of the employee's statement is adequate, and leave comments saying so. The employee has contact with all employees in his department. The employee has a high school diploma, but no licenses or certifications. Send a notification of this 'Secretary Reclassification' to Matt Jones (matt.jones@state.tn.us) with medium priority. Ask him to 'Please note this request'. Then Approve the request.

HR Administrator:

Once the Supervisor portion of the position change request is complete, return to the 'My Page' home page, pull up the request, review each tab and approve without leaving comments.

Important notes or comments to remember: Use this section to enter any notes or comments regarding what you learned during this assessment.
